



## SANTA ANA UNIFIED SCHOOL DISTRICT

### INSTRUCTIONAL ASSISTANT PROVIDER (IAP) – EXPANDED LEARNING

#### **JOB SUMMARY:**

Under the direction of the Expanded Learning Site Supervisor or designee, support Community Provider Enrichment activities at elementary or intermediate expanded learning program sites. IAPs must develop rapport to encourage and motivate students to participate in Community Provider Enrichment activities. Employees assume responsibility for a variety of duties assigned in conjunction with the Expanded Learning program requirements.

#### **REPRESENTATIVE DUTIES:**

- Work with and support TK-8<sup>th</sup> grade students in small and large groups during Community Provider Enrichment rotations. **E**
- Check in students, take attendance, and follow student dismissal procedures. **E**
- Implement effective classroom management, discipline and instructional strategies. **E**
- Monitor and evaluate the program and student's progress. **E**
- Maintain the classroom or learning facility in a clean, organized and healthful manner; storage of materials is required on a daily basis. **E**
- Supervise students in and out of classroom during various after-school activities. **E**
- Maintain frequent and regular parent communication and support parent involvement. **E**
- Attend staff meetings/planning/training sessions on a regular basis or as required. **E**
- Perform related duties as assigned. **E**

#### **KNOWLEDGE AND ABILITIES:**

##### Knowledge of:

- College-level reading, writing, grammar, spelling, punctuation, mathematics and/or science.
- Written and verbal communication principles and practices.
- Clerical duties in support of classroom and program activities.
- Computer use and related software.
- Diversity of community, city and school District cultures and languages.
- State academic standards and various assessments, including SAT, ACT, etc. preferable.
- College application and financial aid process and applications preferable.

## **INSTRUCTIONAL ASSISTANT PROVIDER (IAP) – EXPANDED LEARNING**

### **KNOWLEDGE AND ABILITIES:** (continued)

#### Ability to:

- Understand and follow oral and written directions.
- Communicate effectively in both oral and written English.
- Learn the procedures and functions of assigned duties.
- Establish and maintain effective, positive working relationships with students, staff, and administration.
- Motivate and encourage students to succeed and overcome obstacles to learning.
- Learn, understand and apply rules, regulations, procedures and policies.
- Work confidentially with discretion.
- Perform simple clerical duties.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma
- A minimum of 48 College Credits or pass the NCLB test
- Concurrent college enrollment preferred or recent college graduate.
- Prior experience working with students

### **LICENSES AND OTHER REQUIREMENTS:**

- Bilingual desirable.

### **WORKING CONDITIONS:**

#### **Environment:**

- School environment.
- Indoor and outdoor environment.

#### **Physical Abilities:**

- Eyesight, corrected or uncorrected, sufficient to read fine print.
- Hearing and speaking accurately to exchange information.
- Dexterity of hands and fingers to operate equipment.
- Bending at the waist, kneeling or crouching.
- Sitting or standing for extended periods of time.
- Lifting or moving objects, normally not exceeding thirty (30) pounds.

Reasonable accommodation(s) may be made to enable a person with a disability to perform the essential functions of the job pursuant to the formal Interactive Process.

Board Approved: 4/26/22